

# Total Workforce Management Services (TWMS) Quick User Guide

*Managing Your SAAR-Ns –  
Self-service*



# Initiating Your SAAR-N Request

You can initiate a request, view, and edit your own SAAR-N form through your TWMS self-service. If an administrator has already initiated a SAAR-N request for you then you can view it from your TWMS self-service. In either case you must then complete Part I of the SAAR-N and then digitally sign it. Your digital signature will initiate the routing to your immediate supervisor. Contact your local command for further guidance.

To initiate, complete, and digitally sign your SAAR-N request from self-service:

1. Go to your self-service and then click the **OPNAV 5239/SAAR-N Form** button on the Tools/Actions menu.



**Navigation:**

- Logout
- Assignment/Position Info
- Benefits/Leave Info
- Pay Info (MyPay)
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- SF50s/Work History
- IA Workforce Info
- Awards Info
- Acquisition Workforce Info
- Assigned Assets
- Tools/Actions:**
- Daily Muster
- Employee Locator
- Online Training & Notices
- OPNAV 5239/SAAR-N Form**
- SF182 Training Request
- My IDP
- VVIP Survey
- Telework Request
- Uploaded Documents
- Information:**
- Contact Us/Help
- Correcting your Data
- Data Update Status
- User Guide
- Privacy Act Statement

**NAME:** CAYCE, EDGAR SR  
**OFFICIAL RECORD UIC/ORG:** DEMO1 / N02  
**ASSIGNED-MUSTER UIC/ORG:** DEMO1 / N60V  
**EMPLOYEE TYPE:** CIVILIAN-APF

**TITLE:** MANAGEMENT ANALYST  
**PAY PLAN/SCHED:** ES  
**SERIES:** 0343  
**GRADE/BAND:** 10  
**TARGET:** 10

**GENERAL INFORMATION**

<b>EMPLOYEE STATUS:</b>	Active - On Board	<b>WORK SCHEDULE:</b>	Full Time
<b>TELEWORK ELIGIBLE:</b>	NOT SURVEYED	<b>WEEKLY HOURS:</b>	40
<b>TELEWORKING:</b>	YES	<b>TELEWORK SHIFT:</b>	N/A
<b>WORK SHIFT:</b>	<input type="text"/>	<b>WORK SHIFT TYPE:</b>	<input type="text"/>
<b>APPOINTMENT TYPE:</b>	Competitive - Career-Conditional	<b>TENURE GROUP:</b>	2 - Conditional
<b>PAYROLL ORG CODE:</b>	714	<b>PAY RATE DETERMINANT:</b>	(0) Regular Rate
<b>VETERANS PREF:</b>	None	<b>VETERANS PREF RIF:</b>	None
<b>VETERAN STATUS:</b>	Not A Veteran	<b>ANNUITANT STATUS:</b>	Not Applicable
<b>SPECIAL PROGRAM ID:</b>	Not Applicable	<b>TRAINING PROGRAM ID:</b>	Not Applicable

**IMMEDIATE SUPERVISOR**

**SUPERVISOR NAME:** WOLFE, MICHAEL C  
**ORG CODE:** N62  
**WORK PHONE:** 619-532-4365

**WORK LOCATION**

**BASE LOCATION:** New Orleans, LA, United States  
**BUILDING:** 791  
**FLOOR NUMBER:**   
**ROOM NUMBER:** 543  
**CUBICLE/SPACE:**

**IMPORTANT DATES**

<b>SCD LEAVE:</b>	9/12/1997	<b>SCD CIV:</b>	9/12/1997	<b>SCD RIF:</b>	9/12/1997
<b>DATE LAST PROMOTED:</b>	12/14/2003	<b>LAST EQUIVALENT DATE (LEQ):</b>	12/14/2003	<b>WGT ELIGIBLE DATE:</b>	6/12/2005
<b>DATE EOD NAVY/USMC:</b>	7/6/1998	<b>DATE EOD CURRENT COMMAND:</b>		<b>DATE START PRESENT POSITION:</b>	10/3/2004
<b>DATE PROB TRIAL PERIOD ENDS:</b>	N/A	<b>DATE CONVERSION TO CAREER DUE:</b>	10/3/2007	<b>DATE SUPV/MGR PROBATION EXPIRES:</b>	N/A
<b>DATE TEMP PROMOTION EXPIRES:</b>	N/A	<b>DATE TEMP REASSIGNMENT EXPIRES:</b>	N/A	<b>DATE SES PROBATION EXPIRES:</b>	N/A
<b>DATE LWOP EXPIRES:</b>	N/A	<b>DATE VRA CONVERSION DUE:</b>	N/A	<b>CAREER PROMOTION ELIGIBLE DATE:</b>	N/A
<b>DATE TEMP APPOINTMENT EXPIRES:</b>	N/A	<b>DATE LIMITED APPOINTMENT EXPIRES:</b>	N/A	<b>DATE RECRUITMENT RELOCATION AGR EXPIRES:</b>	N/A
<b>DATE OVERSEAS TOUR EXPIRES:</b>	N/A	<b>LQA EFFECTIVE DATE:</b>	N/A	<b>DATE APPOINTED TO EXEC SVC:</b>	N/A

**Update** **Reset**

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# Initiating Your SAAR-N Request

The SAAR Request Tool main window is now displayed. This form contains two tabs. The first tab, "Search Requests", is the default view and displays all New/Pending SAAR-N requests that belong to you. If an administrator has already initiated your SAAR-N request you will see your name displayed here. The second tab, "New SAAR Request", allows you to request a new SAAR-N for yourself. This form has two tabs.

2. Click the **New SAAR Request** tab to create a new request.

*Note: If your name already appears in the list then click your name and go to step 4.*

3. Your name and employee type will automatically appear. Click the **Submit** button.

The image displays two screenshots of the SAAR Request Tool interface. The top screenshot shows the 'SAAR Request Tool' header with two tabs: 'Search Requests' and 'New SAAR Request'. The 'New SAAR Request' tab is selected and highlighted with a red box. Below the tabs, there is a search bar with 'Req#' and 'Status' (set to 'New/Pending') and a 'Search' button. A pagination bar shows '<< Previous Page 0 of 0 Next >>' and a 'Sort by: Last Name' dropdown. Below this, it states '(0) records found.' and a table with columns: 'Req#', 'Requestor', 'SMC', 'UIC', 'ORG', and 'Status'. The bottom screenshot shows the 'Create New SAAR Request' section. It has the same two tabs, with 'New SAAR Request' selected. Below the tabs, it says 'Create a new SAAR request for:'. There are two input fields: 'Employee' (containing 'CAYCE, EDGAR') and 'Employee Type' (containing 'CIVILIAN-APF'). At the bottom, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red box and an arrow pointing to it from the text 'Click the Submit button' in the instructions.

# Completing Part I of Your SAAR-N

A new tab, “View/Edit Request”, is now displayed and has two views. The first view displays the online version of your SAAR-N. You must complete Part I of your SAAR-N and then digitally sign it.

## SAAR Request Details - #2143 CAYCE, EDGAR

Search Requests | New SAAR Request | **View/Edit Request**

Request Details | Approval Routing

Status: New Request | **SAAR Instructions** | **Save Changes** | Cancel Request | **View/Print SAAR**

### SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

TYPE OF REQUEST: ☒ Initial ☐ Modification ☐ Deactivate ☐ User ID  DATE: 04/05/2012

SYSTEM NAME (Platform or Application): NMCI LOCATION (Physical Location of System): SD

#### PART I (To be completed by Requestor)

1. NAME (Last, First, Middle) CAYCE EDGAR	2. ORGANIZATION DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND
3. OFFICE SYMBOL/DEPARTMENT N02	4. PHONE (Dsn and Commercial) DSN: 522-5555 COM: (504) 555-5555
5. OFFICIAL E-MAIL ADDRESS edgar.cayce@navy.mil	6. JOB TITLE AND GRADE/RANK MANAGEMENT ANALYST 1007
7. OFFICIAL MAILING ADDRESS NULL CA	8. CITIZENSHIP <input checked="" type="radio"/> US <input type="radio"/> LN <input type="radio"/> FN <input type="radio"/> Other
	9. DESIGNATION OF PERSON <input checked="" type="radio"/> Military <input type="radio"/> Civilian <input type="radio"/> Contractor
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual IA Awareness Training. DATE	

A new tab is displayed here.

If you have any questions about how to complete the SAAR-N then click here.

Click here to save any changes you've made to your SAAR-N.

Click here to display and/or print the PDF version of your SAAR-N.

Note: Most of the information in Part 1 will already be entered from your TWMS record.

4. Complete or edit the information in Part 1.

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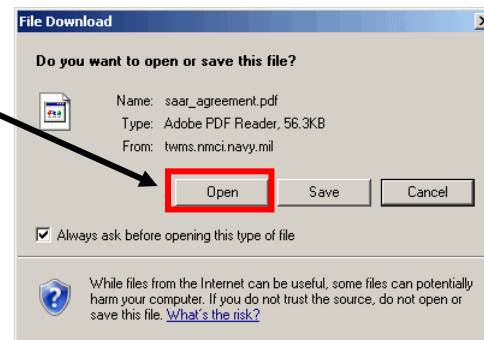
# Digitally Signing Your SAAR-N

Once you have completed and verified your information in the SAAR-N you can digitally sign it. Your SAAR-N will then be routed to your immediate supervisor for approval.

5. Scroll down until you see block 24. Click the red signature tab to open your SAAR-N form.

The screenshot shows a web form for a SAAR-N. At the top, there are fields for '15. SUPERVISOR'S ORG/DEPARTMENT:', '15a. SUPERVISOR'S E-MAIL ADDRESS:', and '15b. PHONE NUMBER:'. Below these are fields for '17. SIGNATURE OF INFO OWNER/OPR:', '17a. PHONE NUMBER:', and '17b. DATE:'. Further down are '18. SIGNATURE OF IAM OR APPOINTEE:', '19. ORG/DEPARTMENT:', '20. PHONE NUMBER:', and '21. DATE:'. Block 23 is '23. NAME (Last, First, Middle Initial):' with the value 'CAYCE, EDGAR'. Block 24, '24. USER SIGNATURE:', is highlighted with a red box and has a red signature tab. Block 25 is '25. DATE SIGNED:'. Below the form, a section titled 'PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION.' contains '26. TYPE OF INVESTIGATION:' and '26a. DATE OF INVESTIGATION:'. Arrows point from the text in step 5 to the red signature tab and from step 6 to the 'Open' button in the file download dialog.

6. Click **Open**.



# Digitally Signing Your SAAR-N

You must verify that you have read the User Agreement before digitally signing your SAAR-N.

7. Read the entire user agreement and then check the box to digitally sign your SAAR-N.

**User Agreement**

FOR OFFICIAL USE ONLY WHEN FILLED

**22. USER AGREEMENT - STANDARD MANDATORY NOTICE AND CONSENT PROVISION:**

By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

- You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government-authorized use only.
- You consent to the following conditions:
  - o The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security, (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE) and counterintelligence (CI) investigations.
  - o At any time, the U.S. Government may inspect and seize data stored on this information system.
  - o Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception and search, and may be disclosed or used for any U.S. Government-authorized purpose.
  - o This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.
  - o Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below.
- Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government

☐ Click to attest you have read and understand the user agreement and digitally sign your SAAR

**Scroll here to read the entire user agreement.**

8. Your SAAR has been routed to your supervisor for approval. Click the “X” to close this dialog box.

**Message**

This request has been digitally signed and routed to your supervisor via email

# Viewing/Editing/Cancelling Your SAAR-N

After your SAAR-N request has been created it can be viewed regardless of whether it has been sent for approval. You will only be able to edit your SAAR-N if it has not been digitally signed and sent for approval.

To view/edit/cancel your existing SAAR-N from self-service:

1. Go to your self-service and then click the **OPNAV 5239/SAAR-N Form** button on the Tools/Actions menu.



Navigation:
Logout
Assignment/Position Info
Benefits/Leave Info
Pay Info (MyPay)
Training/Educ/Cert & Skills
Personal/Recall Information
Security Clearance Info
SF50s/Work History
IA Workforce Info
Awards Info
Assigned Assets
Tools/Actions:
Daily Muster
Employee Locator
Online Training & Notices
<b>OPNAV 5239/SAAR-N Form</b>
SF182 Training Request
My IDP
VSIP Survey
Uploaded Documents
Information:
Contact Us/Help
Correcting your Data
Data Update Status
User Guide
Privacy Act Statement

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N60V	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	ES	0343	10	10

GENERAL INFORMATION			
EMPLOYEE STATUS:	Active - On Board	WORK SCHEDULE:	Full Time
TELEWORK ELIGIBLE:	NOT SURVEYED	WEEKLY HOURS:	40
TELEWORKING:	YES	TELEWORK SHIFT:	
WORK SHIFT:		WORK SHIFT TYPE:	
APPOINTMENT TYPE:	Competitive - Career-Conditional	TENURE GROUP:	2 - Conditional
PAYROLL ORG CODE:	714	PAY RATE DETERMINANT:	(0) Regular Rate
VETERANS PREF:	None	VETERANS PREF RIF:	None
VETERAN STATUS:	Not A Veteran	ANNUITANT STATUS:	Not Applicable
SPECIAL PROGRAM ID:	Not Applicable	TRAINING PROGRAM ID:	Not Applicable

IMMEDIATE SUPERVISOR			
NAME:	WOLFE, MICHAEL C	Select	Clear
ORG CODE:	N622	WORK PHONE:	619-532-4365

WORK LOCATION			
BASE LOCATION:	New Orleans, LA, United States	Select	
BUILDING:	791	FLOOR NUMBER:	
ROOM NUMBER:	543	CUBICLE/SPACE:	

IMPORTANT DATES			
SCD LEAVE:	9/12/1997	SCD CIV:	9/12/1997
DATE LAST PROMOTED:	12/14/2003	LAST EQUIVALENT DATE (LEQ):	12/14/2003
DATE EOD NAVY/USMC:	7/6/1998	DATE EOD CURRENT COMMAND	
DATE PROB TRIAL PERIOD ENDS:	N/A	DATE CONVERSION TO CAREER DUE:	10/3/2007
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A
		DATE APPOINTED TO EXEC SVC:	N/A

Update

Reset

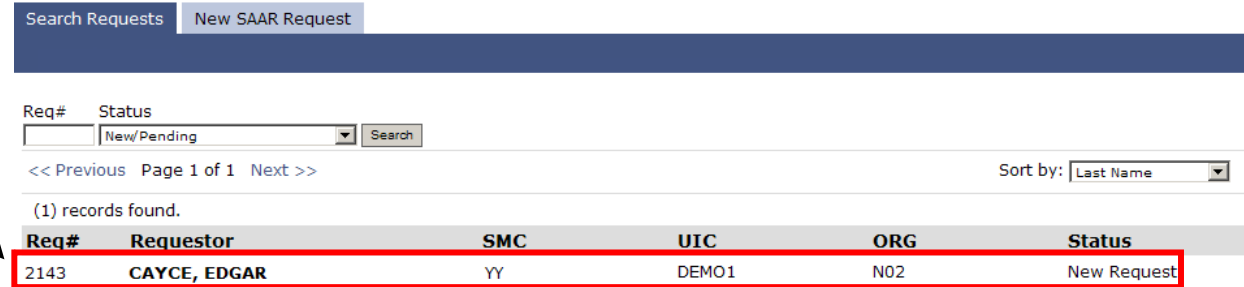
\*For Official Use Only\* \*Safeguard in accordance with the provisions of the Privacy Act\*

# Viewing/Editing/Cancelling Your SAAR-N

Any existing SAAR-Ns that have already been created will appear.

- Click the row to open up your SAAR-N. If it is already in routing you will not be able to make any changes.

## SAAR Request Tool



Search Requests New SAAR Request

Req# Status  
New/Pending Search

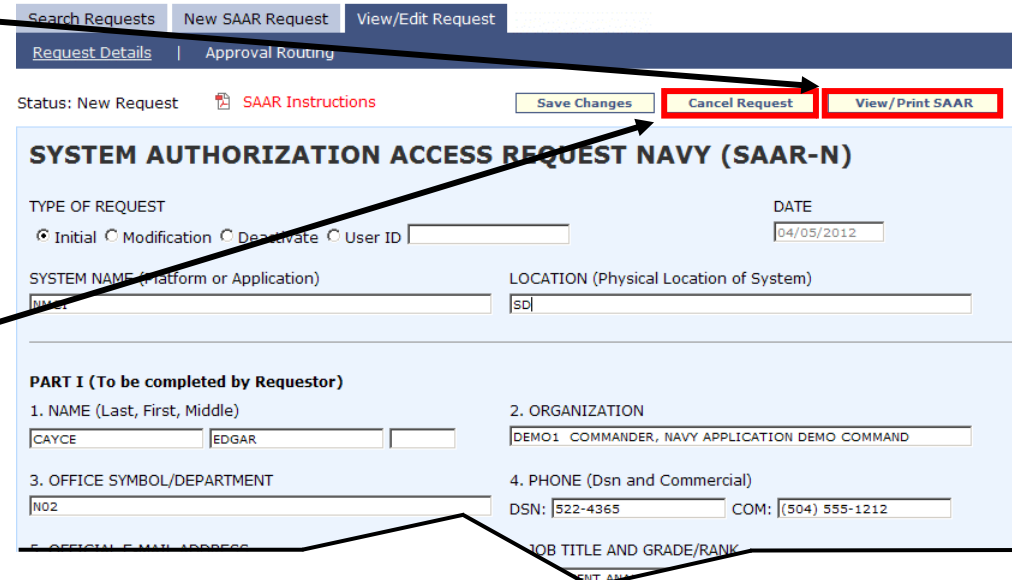
<< Previous Page 1 of 1 Next >> Sort by: Last Name

(1) records found.

Req#	Requestor	SMC	UIC	ORG	Status
2143	CAYCE, EDGAR	YY	DEMO1	N02	New Request

- Make any changes to your SAAR-N as needed and/or click the **View/Print SAAR** button to view the PDF version of your SAAR-N.

## SAAR Request Details - #2143 CAYCE, EDGAR



Search Requests New SAAR Request View/Edit Request

Request Details Approval Routing

Status: New Request SAAR Instructions Save Changes Cancel Request View/Print SAAR

### SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

TYPE OF REQUEST DATE  
☒ Initial ☐ Modification ☐ Deactivate ☐ User ID 04/05/2012

SYSTEM NAME (Platform or Application) LOCATION (Physical Location of System)  
[Empty] [Empty]

**PART I (To be completed by Requestor)**

1. NAME (Last, First, Middle) 2. ORGANIZATION  
[Empty] [Empty] [Empty] [Empty]

3. OFFICE SYMBOL/DEPARTMENT 4. PHONE (Dsn and Commercial)  
[Empty] [Empty] [Empty] [Empty]

5. OFFICIAL E-MAIL ADDRESS 6. JOB TITLE AND GRADE/RANK

- You can also cancel your SAAR-N by clicking on the **Cancel Request** button. An email will be sent to your supervisor of this action.



# Viewing Your Approval Routing Chain

You can see the names of the approvers for your SAAR-N and view their responses as it is approved.

To view your approval routing chain from self-service:

1. After opening up your SAAR-N click the **Approval Routing** link to view who the approvers are for your SAAR-N.

## SAAR Request Details - #2143 CAYCE, EDGAR

Search Requests | New SAAR Request | View/Edit Request

Request Details | **Approval Routing**

Status: New Request | SAAR Instructions | Save Changes | Cancel Request | View/Print SAAR

### SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

TYPE OF REQUEST: ☒ Initial ☐ Modification ☐ Deactivate ☐ User ID:  DATE:

SYSTEM NAME (Platform or Application):  LOCATION (Physical Location of System):

**PART I (To be completed by Requestor)**

1. NAME (Last, First, Middle):

2. ORGANIZATION:

3. OFFICE SYMBOL/DEPARTMENT:

4. PHONE (Dsn and Commercial): DSN:  COM:

5. OFFICIAL E-MAIL ADDRESS:

6. JOB TITLE AND GRADE/RANK:

7. OFFICIAL MAILING ADDRESS:

8. CITIZENSHIP: ☒ US ☐ LN ☐ FN ☐ Other:

9. DESIGNATION OF PERSON: ☒ Military ☐ Civilian ☐ Contractor

10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.)  
☒ I have completed Annual IA Awareness Training. DATE:

**PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR** (If an individual is a contractor - provide company name, contract number, and date of contract expiration in Block 14a).

11. JUSTIFICATION FOR ACCESS:

# Viewing Your Approval Routing Chain

The sequence of the routing, the approval roles, and the names of the approvers will now be displayed. Once you have initiated the routing for your SAAR-N you will be able to view the responses for each approver as it is routed to them. You will receive an email when an approver has approved, disapproved, or cancelled your SAAR-N.

- 2. Click the **View Response** button corresponding to the role you would like to display approval information for.

Search Requests | New SAAR Request | View/Edit Requests

Request Details | Approval Routing

(3) records found.

Routing Order	Role	Employee	Alternate	Response	Date	
1	Supervisor	WOLFE, MICHAEL michael.c.wolfe.ctr@navy.mil CONTRACTOR		Approve	2-Mar-2012	<div>View Response</div>
2	Security Analyst	SELASSIE, HAILE haile.selassie.999@navy.mil CIVILIAN AFF		No Response		<div>View Response</div>
3	Security Manager	BRAID, JAMES james.braid.999@navy.mil ACTIVE DUTY		No Response		<div>View Response</div>
4	IAM	EMELIANENKO, FEDOR fedor.emelianenko.999@navy.mil ACTIVE DUTY		No Response		<div>View Response</div>

- 3. After reviewing the details for this particular response click the **Close** button.

View Response

Response: 

Approve

Date: 

3/2/2012 11:33:00 AM

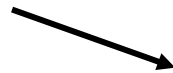
Comments:

Close

# E-mail Notifications

As your SAAR-N is routed for approval you will receive an email when each approver has either approved, disapproved, or cancelled your SAAR-N.

**This is an example of an email you will receive when an approver has taken action on your request. Click the link if you want to view your SAAR-N.**



Subject: TWMS SAAR Request Update - #2143 CAYCE, EDGAR  
Signed By: twms.nmci.navy.mil

Action has been taken on the following SAAR Request.

Request Number: 2143  
Request Type: Initial  
Member: CAYCE, EDGAR  
Action Taken: Approve  
Action Taken By: WOLFE, MICHAEL - Supervisor  
Please login to twms, then click the following link to view the request.

[https://twms.nmci.navy.mil/saar\\_form/edit\\_main.aspx?id=2143](https://twms.nmci.navy.mil/saar_form/edit_main.aspx?id=2143)

TWMS SAAR REQUEST